

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Manager's Name

Company's Name

Company's Address

City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company's Name], effective two weeks from today, [Last Working Day Date].

It has been a privilege to work with such a talented team and I appreciate the opportunities for professional and personal development that I have gained during my time here.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively.

Thank you once again for the opportunity and support. I hope to stay in touch in the future.

Sincerely,

[Your Name]